

VACANCY NOTICE

#2005-85

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Library Program Specialist II</u>		CLASSIFICATION CODE: <u>02713600</u>
	SALARY RANGE: <u>28, \$41,566-46,529</u>		REFERENCE POSITION NO.: <u>2470-10100-39</u>
General Information to Candidate	Department or Agency Name: <u>Administration</u>		APPLICATION PERIOD: <u>6/20/05-6/26/05</u>
	Division/Section/Unit: <u>Library and Information Services</u>		
Statement of Duties	Assignment(s) / Comments: _____		
	Shift and Days: <u>1st (Monday-Friday)</u> Job Location: <u>One Capitol Hill, Providence, RI</u>		
Minimum Education & Experience	Restrictions/Limitations: _____		
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____		
Where to Apply	Name of Bargaining Unit Union: <u>RIASSE-Local 580</u>		
	There is* _____ is not <u>x</u> a Civil Service List for this position See A/B or Both for Specific Instructions		
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.			
INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service Name of department where you are currently employed Your business telephone number Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 			
DUTIES / RESPONSIBILITIES: On a statewide basis, to perform complex responsibilities in planning, developing and implementing one or more areas of library, information and consultant services on a statewide basis; to participate in the planning and development of program policies, procedures and standards; and to do related work as required. The primary area of responsibility will be in the Talking Books Library, RI Regional Library for the Blind and Physically Handicapped. In the absence of the Regional Librarian, takes responsibility for the supervision of Talking Books Plus and its staff.			
EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: possession of a Master's Degree in Library Science from a graduate school accredited by the American Library Association; and Experience: Such as may have been gained through: at least three years of professional library experience in a governmental, educational, public or private library, preferably servicing blind and physically handicapped individuals; experience interacting with library computer databases, statistics and circulation systems; ability to use word processing and publishing programs as well as webpage design and construction effectively; facility in the Spanish language for outreach and conducting business with Spanish-speaking patrons desirable.			
Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: Anne Parent Library and Information Services One Capitol Hill Providence, RI 02908 Telephone #: (401) 222-5763 Fax #: (401) 222-4195 TTY/TDD #: 711 (Telecommunication Device for the Deaf)			



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER